



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

CORRECTIONS TRAINING INSTRUCTOR/COORD II

Job Number: 20000725

Job Code: 24780V000101

Job Group: 2400 - AUXILIARY LAW ENFORCEMENT

Job Established: 07/16/1990

Job Revised: 05/16/2008

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides research, curriculum development and instruction in correctional security, treatment, legal issues, operations and health and safety areas. Coordinates program planning, development and implementation; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have three years experience in corrections, two of which must have been in corrections training.

Substitute EDUCATION for EXPERIENCE:

Graduate study in corrections, justice administration or law will substitute for the three years of experience in corrections on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Experience in corrections will substitute for the required college on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Develops instructional materials, lesson plans and related curriculum support materials. Plans, organizes, transports and utilizes materials and equipment for programs presented to designated trainees at various assigned locations throughout the state. Instructs trainees using most current and approved training techniques. Completes all program related documentation. Responsible for successful completion of all required personal training to achieve and maintain acceptable levels of professional development and improvement. Coordinates with other state government resource providers as well as external allied criminal justice professionals for program planning, development, and implementation. Identifies, trains and coordinates the activities of adjunct training instructors. Coordinates the use of materials, equipment, facilities and the delivery of assigned programs. Analyzes and evaluates methods and procedures to determine efficiency and effectiveness in the achievement of assigned program goals and objectives. Provides on the job training for new Instructor/Coordinators and develops and implements in service training opportunities for staff of the Office of Corrections Training. Assists in the development of training schedules and recommends assignments for trainers. Provides input into the development of the annual training plan and biennial budget document. Performs other duties as assigned by the Director and/or Assistant Director and when requested, represents them in their absence.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Statewide travel will be required to conduct training programs.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.